

SITE PLAN PROCESS

1. Building Inspector's determination if a site plan review is necessary.
2. Initial Sketch Plan Conference before Planning Board. Please be sure to complete the following steps in order to expedite the conference:
 - A. Prepare seven copies of written narrative addressing the following:
 1. Scope of operation
 2. Purpose
 3. Impact on immediate area and of town and schools
 4. Traffic generation
 5. Population
 6. Utilities
 7. Aesthetics
 8. Land use compatibility
 - B. Two copies outlining proposed design concept.
 1. Building (height and bulk)
 2. Location of parking
 3. Circulation routes (roads and walks)
 4. Features of historic concern
 5. Landscaping
 6. Water courses
 7. Drainage ditches
 8. Other natural features
 - C. During above process Planning Board may waive any requirements. However, right to reinstate a requirement is reserved if there should be a change of circumstances.
3. Applicant completes application on forms provided by Building Inspector. Application is accompanied by payment of fee of \$50.00.
4. Building inspector notifies Planning Board Chairman who places Site Plan Review on Planning Board Agenda.
4. Site Plan Review – Applicant needs to address each item (1 – 19) under Section C. (Part III – Procedure) Specific Site Plan Requirements. Failure to address item may cause a delay. Planning Board may consult with appropriate officials, and may conduct a public hearing. Planning Board follows procedures outlined in Section 3, D and E, and Section 4, Section 5.